

**TOWN OF DUNE ACRES  
COUNCIL MINUTES  
For July 19, 2005**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, July 19, 2005, at the Dune Acres Clubhouse.

Town Council President Louise Roberts called the meeting to order at 7:01 pm with Councilpersons Benjamin Bolton and John Wilhelm, Town Attorney Dan Whitten and Clerk Pro Tem Bill Jewett in attendance.

Council President Louise Roberts opened the meeting with the Pledge of Allegiance.

APPROVAL OF MINUTES: With a minor correction, Councilperson John Wilhelm made a motion to approve the minutes of the June 21, 2005, meeting. Councilperson Benjamin Bolton seconded the motion and it was unanimously approved.

**FINANCIAL REPORT FOR THE TOWN OF DUNE ACRES AS OF JUNE 30, 2005**

Accounts Breakdown by Funds:

CCD Fund	\$ 15,743.02
CCI Fund	\$ 4,566.91
CEDIT Funds	\$ 15,028.05
Donations and Gifts	\$ 11,664.25
Excess Levy Account	\$ 0.00
General Fund	\$184,569.74
L S & R Fund	\$ 608.61
M V H Fund	\$ 13,542.86
Park Fund	\$ 5,424.47
Riverboat Fund	\$ 2,689.99
Water Utility Proceeds Fund	<u>\$229,182.26</u>
Total Checking and Money Market Funds	\$483,020.16

Upon motion by Councilperson John Wilhelm seconded by Councilperson Benjamin Bolton, the Financial Report was unanimously approved for attachment to the minutes of this meeting.

PAYMENT OF CLAIMS: Upon motion by Councilperson Benjamin Bolton seconded by Councilperson John Wilhelm the Claims were unanimously approved with the addition of \$770.00 for mowing, and ordered attached to the Minutes of this meeting.

Datagraphics	Tennis flyers	\$ 8.00
Datagraphics	Vehicle sticker flyers	\$ 22.80
Mr. Quick Print	Clerk-Treasurer flyer	\$ 16.00
Quill Office Products	Paper, folders, fasteners	\$ 74.03
Irv Call	Drawings from Reprographic Arts	\$ 8.00
Bank One Credit Card	Gatehouse supplies	\$ 61.53
Sue Smith	Reimburse expenses	\$ 20.29
Star Uniforms	Security uniforms	\$ 125.90
Hopkins Ace Hardware	Repairs – lift station bldg	\$ 13.19
Raymond C. Friday	June use of truck	\$ 40.66
Pinkerton Fuel & Lubricants	Gasoline for vehicles	\$ 83.70
Verizon North	General telephone	\$ 136.83
Chesterton Tribune	Legal notice vehicle ordinance	\$ 22.09
Datagraphics	Municipal code copies	\$ 60.00
NIPSCO	Gas & electric – June	\$ 255.46
Indiana American Water Co	Water – gatehouse	\$ 33.36
Bedrock & Boulders Inc	Fill dirt & delivery	\$ 75.00
T.D.'s Tree Service	Storm damage repair & removal	\$12,000.00
Martin Security Systems	Clubhouse monitoring	\$ 60.00
Able Disposal	Garbage pickup 3 locations	\$ 92.13
Q & S Corp.	Payment for 85 West Road	\$ 1,200.00
Microbac Laboratories Inc	Water testing	\$ 756.00
South Shore Marina Inc	Buoys repair, parts, placement	\$ 1,676.80
Advanced Drainage	Portable toilet	\$ 185.00
Leeps Supply Co Inc	Fountain bubbler for park	\$ 38.75
Dune Acres Social Committee	Dinners for Porter firemen	\$ 100.00
Melrose Pyrotechnics Inc	Fireworks display 7/2/05	\$ 5,000.00
Ben Bolton	Fireworks display supplies	\$ 14.47
Bank One Credit Card	Quick Payroll renewal	\$ 136.74
Mr. Quick Print	Copies – building projects	\$ 114.00
Atha W. Belsha	July payroll	\$ 1,236.30
Anne M. Hiestand	July payroll	\$ 378.50
Philip A. Lepley	July payroll	\$ 1,210.53
Nick Markovich	July payroll	\$ 1,025.36
Terry R. Trout	July payroll	\$ 519.02
Raymond C. Friday	July payroll	\$ 493.89
Diane Bartley	July payroll	\$ 770.77
Garrett L. Tyrell	July payroll	\$ 830.03
David W. Kristophel	July payroll	\$ 853.57
Joe Duvall	Mowing 22 hours	<u>\$ 770.00</u>

TOTAL		\$40,182.57
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[Note: Payroll amounts are net pay. Tax withholdings etc not included. Total should be verified.]

**CORRESPONDENCE:** Councilperson John Wilhelm read a letter from Captain Jeffrey A. Smith reporting on conditions on Iraq and thanking Dune Acres for continuing support and packages.

**COMMISSION REPORTS:**

**FIRE:** In the absence of Fire Commissioner Mark Hull, Councilperson Benjamin Bolton moved, and Councilperson John Wilhelm seconded, payment of \$350.00 to the Porter Fire Department from the Fireworks Fund as a gratuity for services rendered in connection with the July 2 celebration. Councilperson Louise Roberts noted that the Social Committee paid for dinners which the firemen took out to their duty positions around town. The Committee was reimbursed \$100.00 for these dinners through the Claims.

**MUNICIPAL CODE:** Councilperson John Wilhelm reported that the Committee is making progress and has reviewed the Council portion of the Code. Copies of the sample Pet Ordinance have been received from Anne Hiestand. No meetings are scheduled this week.

**ROADS:** Celia Call reported for Road Commissioner Irv Call that the next work phase of the paving project is being bid but that responses are slow due to the time of year.

**TOWN ENGINEER:** Celia Call reported for Town Engineer Irv Call that problems with the Pump House are being reviewed. The software engineer is to come out to make changes which is expected to readily resolve the problems.

**PARKS:** In the absense of Parks Commissioner Kellie Klein, Councilperson John Wilhelm reported that negotiations are under way with Robert Depner to establish his price for carving the storm damaged tree stump in the park.

**BEACH:** Councilperson Benjamin Bolton noted that some of the buoys appear to be missing. In the absence of Beach commissioner Rob Carstens, John Sullivan will check on this.

**BUILDING:** Commissioner John Sullivan reported that the property owners at 19 Crest Drive want to build a deck and addition to the house and will be working with the Planning Commission. Construction at the Craytons' at 2 Crest Drive is ready for final inspection.

**MAINTENANCE:** In the absence of Maintenance Commissioner Bill Griffin, Council President Louise Roberts reported that the insurance adjuster has approved \$3,285.02 of the \$3,324.45 bill from Orbeson Construction for storm damages to the

Town Hall. Of the Tree Service bill of \$12,000 for storm damage only \$7,153.78 was approved. This does not include tree work at the Gatehouse which is not storm related.

**POLICE:** Commissioner Celia Call reported that sand from excavation at Evans' is being removed from the Town in violation of ordinance. The contractor claimed the removal had been approved by the Building Commissioner but John Sullivan disagreed and will talk with the contractor. It was noted that the prohibition against sand removal should be prominently noted on building permits as it apparently once was.

**ENVIRONMENTAL:** In absence of Commissioner Sue Smith, Council President Louise Roberts noted that the state grant money has not yet been received from Indianapolis but is expected soon. The Connors-Shaw firm is to present landscaping plans for the Gatehouse area.

**WATER:** Councilperson Benjamin Bolton is working with Indiana American Water and Great Lakes Engineering on the bid package for Circle Drive improvements planned for this fall.

#### OLD BUSINESS:

**FIREWORKS:** Councilperson John Wilhelm, joined by Council President Louise Roberts, conveyed the thanks of the Town to Benjamin Bolton for arranging the fireworks fundraising and for planning the excellent display presented on July 2. It was noted that the date of the 2006 celebration needs to be established to enable reserving the pyrotechnics service. Following discussion it was agreed by consensus that the 2006 celebration will be held on Saturday, July 1.

**CLUBHOUSE RESTORATION:** Councilperson John Wilhelm reported that over the past two months, meetings have been held with three qualified historic building restoration experts. Considering the scope of the work needed, differences in approaches which have been recommended, and the need to have a single point of responsibility not dependent upon the availability of Town Councilpersons, Wilhelm made the following motion:

That the Town of Dune Acres retain the services of Leslie Gilmore, principal of Gilmore Franzen Architects Inc. of Oak Park IL, to supervise the restoration of the exterior of the Clubhouse, and authorize the President of the Town Council to execute appropriate contract documents after review by legal counsel.

The motion was seconded by Councilperson Benjamin Bolton. Wilhelm explained that the scope of services would include evaluation and documentation of needed repair work and techniques, construction cost estimates, bid document preparation, permit and construction documents, analysis and negotiation of bids, administration

of construction work, and preparation of a long range maintenance program. Gilmore is a skilled, experienced and unbiased historical architect who is local to the area, sensitive to community concerns and able to assist with fundraising planning and project segmentation and phasing. Gilmore Franzen appears more flexible with minimal preconceptions as to renovation techniques whereas the other vendors wanted to proceed on their own varying evaluations. The recommended supervision services will provide a total package with one party to be responsible to the Town Council.

Following discussion, the motion was approved unanimously. Councilperson John Wilhelm said he would notify Gilmore and the other consultants and encourage the latter to bid on the work to be done. Answering a question from Jane Dickey, Councilperson Wilhelm stated it was expected that Gilmore could start work in August.

#### NEW BUSINESS:

**ROADS & STREETS FUND:** It has been determined that the Local Roads & Streets 2005 approved appropriation of \$11,000 will not all be needed. Accordingly, the following Resolution 2005-04 was moved by Councilperson Benjamin Bolton and seconded by Councilperson John Wilhelm:

WHEREAS, the appropriations advertised and adopted by the Town of Dune Acres for the 2005 Local Roads & Streets Fund was determined to be \$11,000,

WHEREAS, not all of the appropriations approved will be needed for expenditures for July 1 through December 31 on line 2 of Budget Form 4-B for the 2006 budget calculations, and the balance of the appropriated funds should be conserved for use in 2006,

NOW THEREFORE, be it resolved by the Town Council of the Town of Dune Acres, Porter County, Indiana that the 2005 Local Roads & Streets Fund appropriation is hereby reduced to \$10,000.

The Resolution was approved unanimously.

**2006 BUDGET:** A first reading of the 2006 budget for the Town of Dune Acres prepared by Clerk-Treasurer Anne Hiestand was reviewed by the Council. The budget, prepared for first advertisement and submission to the state board of finance, includes an increase in expenditures of 12% over the 2005 amounts, which compares with the state guideline of 5% annual increase. Revisions may be made after public hearing and response from the state prior to final publication.

Councilperson John Wilhelm made a motion, seconded by Councilperson Benjamin Bolton, that the estimated 2006 budget be approved for first publication. The motion was approved unanimously.

CLERK-TREASURER VACANCY: As no volunteers have appeared to assume the duties of resigning Clerk-Treasurer Anne Hiestand in response to the flyer distributed in the town, it may be necessary to hire a bookkeeper/Deputy Clerk-Treasurer, to be supervised by a replacement Clerk-Treasurer who would not perform the detailed accounting tasks. Town Attorney Dan Whitten will evaluate how such a deputy could be compensated, possibly involving the replacement Clerk-Treasurer renouncing part or all of the current compensation for that position.

There being no further business, the meeting adjourned at 8:10 pm on a motion duly made and seconded.

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Louise Roberts, Town Council President

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John Wilhelm, Town Council Member

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Benjamin Bolton, Town Council Member

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Bill Jewett, Clerk Pro Tem